

Embassy of the United States of America

Attention: Special Self Help Coordinators
Corner of United Nations and Independence
PO Box 31617, Lusaka, Zambia

Phone: 250955, Fax: 252225, extensions 2355 and 2391

The U. S. Democracy and Human Rights Fund

Application Form Available Free of Charge

For office use only

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1. Organization Name:.....

Please attach *registration* documentation, but do NOT attach organization constitution.

Is the organization a start-up? Yes No

Founded on (date):..... in (city/town/province)

Goals/Objectives:.....

.....

.....

.....

Membership requirements:.....

.....

.....

Number of registered members: Female Male

Does the organization have an office, or have access to one? *Yes..... No

*If yes, the physical location is

2. Contact Information: This person would serve as the Project Manager, responsible for obtaining invoices, receipts, materials, receiving funding, coordinating the work, and seeing that the project is completed on time.

Given name Surname Tel:

Post Address.....

Email:..... Fax No.:

3. Describe any activities, similar to the one that you are applying, that you or the organization have/has done successfully in the past.

Activity 1: When? From (date)to (date).....

Where?

Who were the participants and how many?

What was the activity about?

.....

.....

.....

.....

.....

How was the activity funded?

Activity 2: When? From (date)to (date).....

Where?

Who were the participants and how many?

What was the activity about?

.....

.....

.....

.....

.....

How was the activity funded?

Activity 3: When? From (date)to (date).....

Where?

Who were the participants and how many?

What was the activity about?

.....

.....

.....

.....

.....

How was the activity funded?

5. Brief description of the activity for which you are applying. (Please make your answer concise and DO NOT attach any extra sheets or proposals.)

- Who will be the participants?
- How many (estimate)? Female Male
- What is the activity? (Again, be specific and brief. Use only the space provided below.)

- How does the activity address the issues of democracy and human rights?

- What do you hope the activity will achieve?
-

- Where will the activity take place?
 (City/Town):..... (Province):.....
 Venues (e.g. School, community center, etc.):.....

- What is the timetable for the activity (must be under 12 months)?

- What is the amount of money that you want to request from our fund?

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- Have you applied from other funding agencies for the same activity?

Yes No.....

If yes, who?

When did you submit your application to them?

- Provide a line itemized budget for completing your project. Again, be concise and use only the space provided.

Do not attach additional pages or invoices/proformas.

Item

Estimated Cost in Kwacha

(Line itemized budget continued.)

Item	Estimated Cost in Kwacha
.....
.....
.....
.....
.....
.....
.....
.....
Total budget	

6. References: Please list three references and provide a *letter* from each of them.
- All references must:
- 1. Identify their relation to the project coordinator and/or the organization.
 - 2. Cite specific examples that validate the ability of the project coordinator and/or the organization to implement the project.

Attach the letters with this application.

Name 1:.....

Name 2:.....

Name 3:.....

Your name: (print).....

Signature:..... Date:.....

Check List

Please be sure that you have attached the following documentation, whichever applicable.

Attachment 1: Registration of your organization.

Attachment 2: Three letters of references.

Please DO NOT attach any unrequested documents, such as project proposals, or proformas!